

CENTERVILLE COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Woodstrom, Vice President Oliver, Director Whitehead,  
Director Richison and Director Hopson  
Absent: None  
Others Present: Colin Bogener, Roger Ankeny, Tina Teuscher and Chris  
Muehlbacher

**PRELIMINARY BUSINESS:**

- I Call to Order: President Woodstrom called the meeting to order at 7:02 pm.
- II Public Comment Period: President Woodstrom opened the public comment period. No comments were received. The public comment period was closed.
- III Approval of the Minutes: Director Whitehead moved to adopt the minutes from the Regular Board Meeting held August 18, 2021. Director Richison seconded. President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes, Vice President Oliver – yes and President Woodstrom – yes. Motion carried.
- IV Authorize Payment of Bills for Current Expenses: Director Richison moved to pay the bills. Vice President Oliver seconded. Mr. Muehlbacher stated that the payment to Bat Electric is for the replacement of the auto-dialer. The Clear Creek CSD payment is much higher than normal because Centerville used almost 90% of the water that came through the Treatment Plant. The Gerlinger Steel payment is for pipe for the bollards for the A1 generator. The Superior Tank Solutions payment is our first quarterly payment for the Tank Coating Program.
- President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.
- V Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenues were \$368,020 verses expenses of \$214,632. He stated that overall everything is trending on target with the budget. Line item 52100 – Repair and Maintenance is above budget as a result of the Auto Dialer replacement.
- Mr. Muehlbacher stated that the Capital revenue was \$15,842 and expenses were \$74,686. He mentioned that both the A1 Generator and Tank Coating projects were reflected in the expenses.
- Reserve Fund Status Sheet: The total reserve is \$1,234,738. Mr. Muehlbacher stated the WTP and RSF were both transferred, as well as taxes for both the 1995-1 and Texas Springs assessments.

## **NEW BUSINESS:**

- I Review and Adopt Resolution No. 2021-05 Establishing a Public Records Request Policy and Ordinance No. 2021-04 Establishing the Related Fees: President Woodstrom opened the public comment period. No comments were received.

Vice President Oliver moved to adopt Resolution 2021-05 establishing a Public Records Request Policy. Director Hopson seconded.

Mr. Muehlbacher stated that the District does not have a Public Records Policy. By establishing this Policy, the District will be able to charge the recipient for staff's time and all costs associated in making the scans and copies, such that this service is not subsidized by the rate payers. He also mentioned that the Ordinance Committee reviewed the document and recommend that the Board adopt the Resolution.

President Woodstrom called for a roll-call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

Director Hopson moved to approve the introduction of Ordinance No. 2021-04 (First Reading) Establishing Fees, Rates and Charges for Public Records Act Requests and set the second reading of the ordinance for October 20, 2021 at the next regularly scheduled meeting; and waive reading of full ordinance pursuant to Section 36934 of the Government Code. Vice President Oliver seconded.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

- II Review and Approve Engineering Proposal for the Board Room Conversion Project: Director Richison moved to approve the engineering proposal. Director Whitehead seconded.

Mr. Muehlbacher stated that this project was discussed at both the Board level and with the Resource and Planning Committee. The Resource & Planning Committee asked for an engineering proposal which was provided by Butler Engineering. He stated that this project was included in the Capital budget and that it would be funded by the Capital Improvement Reserves.

Vice President Oliver stated that before approving this project, he suggests that the District look into holding meetings at other locations, such as Grant School or Westside Church.

Director Richison stated that the Resource and Planning Committee looked at that and it is their recommendation that the District have their own Board Room.

President Woodstrom stated that the garage is not much larger than the current room. He believes that we should speak to the Fire Company and see if we can simply make the current joint use room the Board Room. The District's Attorney, Mr. Bogener stated that he received comments from the Fire Company this week

and they are wanting to move forward with the Joint Use Agreement. President Woodstrom stated that he would like to continue to hold the meetings in the current room.

Director Hopson stated that he has been rethinking this project. He believes that with the current drought and anticipated dry winter the money budgeted for this project might be needed to cover low revenues next year.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – no, Director Richison – yes; Vice President Oliver – no and President Woodstrom – no. Vote was 3-2 against. Motion failed.

- III Review and Approve Reimbursement Agreement for the Diggins Way Mainline Extension: Director Hopson moved to approve the Reimbursement Agreement. Director Richison seconded.

Mr. Muehlbacher stated that the agreement being presented is a 10-year with an option to request Board approval for an additional 5-year extension during the final year. He stated that the project total was \$81,390.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

#### **OLD BUSINESS:**

- I Tank Maintenance Program Update: Mr. Muehlbacher stated that the field staff has been busy working with PACE Engineering getting everything ready to start the project in late September. The re-coating will begin in October.
- II Zone A1 Tank Generator Project: Mr. Muehlbacher stated that the final inspection with the County will take place tomorrow. The generator will be installed on Friday and then the electrical will be connected. The generator should be operational soon.

#### **GENERAL BUSINESS:**

- I Correspondence: None.
- II President's Report: None.
- III Manager's Report: Mr. Muehlbacher went through the attached Manager's Report. He stated that the MTPS Generator exception request from the City of Redding was approved by FEMA. This project will be moving forward.

He also mentioned that Kayla Horton was onsite last week working on the audit.

Mr. Muehlbacher stated that this past month field staff placed a temporary repair for Telecaster and replaced four service lines. He also stated that the 16" Cla-Val at the Turnout was being evaluated and that PACE Engineering is working on the Silver King Lot 3 easement for the future cross-country line.

Ellison Demsher is the District's new Water Service Worker I. He started on September 9, 2021.

IV Committee Reports: Ordinance Committee – All items were already discussed during the meeting.

Resource & Planning – President Woodstrom stated that the Committee Notes indicated that they discussed the Drought Contingency Plan and concurred that the District remain in Stage I.

V Announcements: The next regular Board Meeting will be held October 20, 2021.

VI Adjournment: 8:05 p.m.

Next Scheduled Board Meeting  
October 20, 2021 @ 7:00 P.M.